Océ User manual

Océ Intra Logic®

System administrator manual

Océ-Technologies B.V.

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Chapter 1
Introduction

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Introduction

Definition

Before end users can use the Océ Intra Logic® application, you must install the Océ Intra Logic® software on a server. The Océ Intra Logic® CD-ROM contains all the files you need to install the software.

Introduction

You must then configure Océ Intra Logic® elements such as printers, users, links and documents.

Note: *The screen dumps in this manual are based on a Windows 2000 configuration. If you install Océ Intra Logic® on another supported configuration, some screens may be different.*

Note: *Please note that extended Job handling (for example via mailbox) within Océ Intra Logic® is only supported for Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 devices and Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 devices.*

Océ Intra Logic® operating range

You have to adhere to the following operating range:

- A maximum of 2000 users.
- A maximum of 100 devices.
- A maximum of 15 jobs per device for Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 devices.
  A maximum number of 100 jobs per mailbox for Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 devices.

Note: *If you don't stick to these limitations, it will have a serious impact on the performance and the stability of Océ Intra Logic®.*

Chapter 2
Installing the Océ Intra Logic Software

Install the Océ Intra Logic® Software

Introduction

You have to install the Océ Intra Logic® application on a Windows 2000 server (including Service Pack 4) or a Windows 2003 server (including Service Pack 2).

To be able to use Océ Intra Logic® from your client, the following browsers are supported:

- Internet Explorer 6.x on MS Windows 98/XP/2000/2003.
- Internet Explorer 7.0 on MS Windows 98/XP/2000/2003.
- Firefox 2.0 or higher on MS Windows 98/XP/2000/2003.

Note: *Other browsers and / or platforms can be used, but correct operation is not guaranteed.*

Device and network requirements

For communication with the devices, the following protocols are used (depending on the device type):

- SNMP (default ports and port 2697)
- Socket (port 1028)
- HTTP
- HTTPS
- LPR
- FTP
- LDAP

For device specific protocols, please refer to Device prerequisites (see *'Device Administration' on page 29*).

Note: *Do not change the user rights of the built-in accounts iwam_<hostname>, iusr_<hostname>, or network service. Make sure that they are also not directly or indirectly (via the user groups) affected by Group Policies applied in the network.*

Before you begin

To be able to install the Océ Intra Logic® software, the following is required:

Note: *The links below are from third party companies and can expire.*

1. **Windows 2000 server**
   - Service pack 4 (http://www.microsoft.com/windows2000/downloads/servicepacks/sp4/).
   - Windows TCP/IP Printing Service.
   - 'Internet Information Services' 5.0 (on 'Windows 2000 Server' CD).

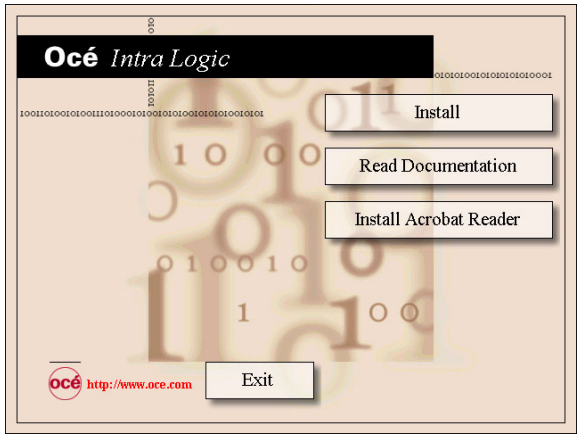
Note: *Windows 2000 server configured as **domain controller** is **not** supported.*

2. **Windows 2003 server**
   - Service pack 2 (http://www.microsoft.com/technet/downloads/winsrvr/servicepacks/sp1/default.mspx).
   - Windows TCP/IP Printing Service.
   - 'Internet Information Services' 6.0 (on 'Windows 2003 Server' CD).

Note: *Windows 2003 server configured as **domain controller** is **not** supported.*

Install the Océ Intra Logic® software

1. Log on as administrator.
2. Insert the Océ Intra Logic® installation CD.
   The 'Welcome' screen will appear.
3. Select the Océ Intra Logic® language you want to install and click 'OK'
   The Océ Intra Logic® startup screen will appear.



[1] Océ Intra Logic® startup screen.

Note: *The language you select will be the default Océ Intra Logic® language. You can change this language afterwards on the 'Server configuration' tab.*

4. To start the installation click the 'Install' button.
   The install procedure will start.

Note: *Apart from installing Océ Intra Logic® you can also read this System administrator manual.*

5. Click 'Next'.
   The 'Licence agreement' window will appear.
6. If you accept the license agreement click 'Yes'.
   The first 'Choose Destination Location' window will appear.
7. Specify the location where you want to install the Océ Intra Logic® files. This path is the <install path> for Océ Intra Logic®.
8. Click 'Next'.
   The second 'Choose Destination Location' dialog will appear.
9. Specify the location where you want to store the scan files. To store the scan files in a specific folder, change the default destination path.
10. Click 'Next'.
11. The Océ Intra Logic® files will be installed.
12. When all the files have been installed, you have to restart your computer.

Result

When the installation of Océ Intra Logic® was successful, the Océ Intra Logic® icon will be available on the desktop of the server.

Note: *The installation information can be found in the file 'InstallationLog.txt' in the directory '<install path>\logfiles'.*

Note: *If not already installed, the Ingres r3 database will be installed by the installation procedure. This may take several minutes.*

Note: *If not already installed, the Microsoft.Net Framework 1.1 SP1 and Microsoft.Net Framework 2.0 will be installed by the installation procedure. This may take several minutes.*

Upgrade the Océ Intra Logic® software

Introduction

This procedure shows you how to upgrade the Océ Intra Logic® software.
If you are upgrading from Océ Intra Logic® R2.6.1 or Océ Intra Logic® R2.6.2, please use the second procedure.

Upgrade the Océ Intra Logic® software

1. Log on as administrator.
2. Insert the Océ Intra Logic® installation CD.
   The 'Welcome' screen will appear.
3. Select the Océ Intra Logic® language you want to install and click 'OK'
   The Océ Intra Logic® startup screen will appear.
4. To start the upgrade click the 'Install' button.
   The upgrade procedure will start.
5. Click 'Next'.
   The 'Licence agreement' window will appear.
6. If you accept the license agreement, click 'Yes'.
7. The Océ Intra Logic® software will be upgraded.
   When the Océ Intra Logic® software is upgraded completely you have to restart the server.

Additional instructions when upgrading from Océ Intra Logic® R2.6.1 or Océ Intra Logic® R2.6.2

Note: *First stop the 'Internet Information Services' (IIS) manually (start a command prompt and type 'IISreset /stop'). One or more processes called* ***oilscanmailbox.exe*** *are active. Stop these processes manually (using Windows Task Manager). Then proceed with the upgrade as described below.*

Attention: The administrator account that you use for the upgrade must be the same account that you used for installing Océ Intra Logic® R2.6.1 or Océ Intra Logic® R2.6.2. Otherwise the upgrade will fail. If that administrator account is not available, you have to create it in MS Windows. Log in using that administrator account and use the upgrade procedure to upgrade the software. If you do not know which account was used to install Océ Intra Logic® R2.6.1 or Océ Intra Logic® R2.6.2, use the 'Ingres' GUI to find that user:

1. Click 'Start' - 'Run' and type 'vdba' to start the Ingres GUI.
2. Click '+' to open 'Nodes'.
3. Click '+' to open 'oiladpvnode'.
4. Click '+' to open 'users'.
   A list of users appears.
   The users ‘$ingres’, ‘system’ and ‘iwam_<hostname>’ were added automatically.
   The remaining one or two user names in the list can be used for the upgrading procedure.
5. Please write down that user name.
6. Close the 'Ingres' GUI.

Note: *If the user account from step 5 does not exist anymore:*

7. Add a user as administrator account to MS Windows.
8. Log in using the user name from step 5.
9. Use the 'Upgrade the Océ Intra Logic® software' procedure to upgrade the software.

Note: *When the upgrade can not be done by the user account that installed Océ Intra Logic® R2.6.1 or Océ Intra Logic® R2.6.2, uninstall the Océ Intra Logic® software and the Ingres software. Use the 'Install the Océ Intra Logic® software' procedure to install the software.*

Configuring the Default FTP Site (optional)

Introduction

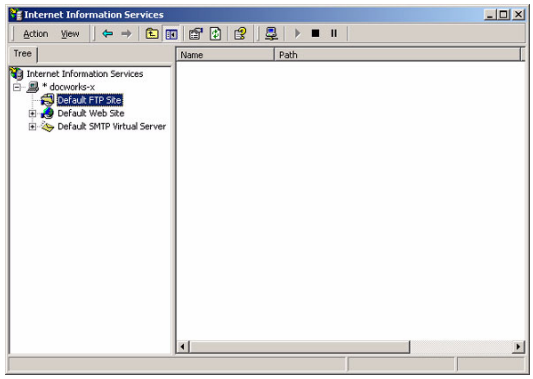
To be able to receive scan files from a scanner you need to configure a default FTP site. This topic describes how to configure the default FTP site using 'Internet Information Services'.

Before you begin

This procedure is optional and only relevant if you want to support scanning within Océ Intra Logic®.

Specify the default directory

1. Log in as administrator.
2. Start the 'Internet Service Manager'.
3. Open the 'Internet Information Services' folder.
4. Open the local computer name.



[2] Internet Information Services

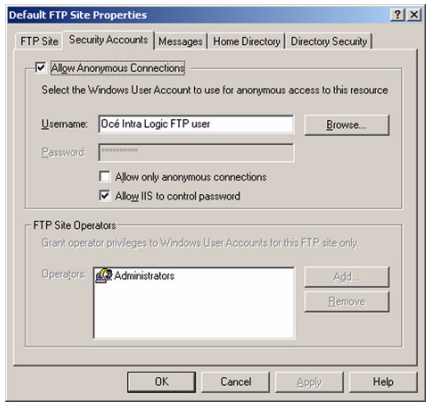
5. Right click the 'Default FTP Site'.
6. Click 'New' - 'Virtual Directory'.
7. Click 'Next'.
8. Enter the 'Alias' name: scans.

Note: *Please always use 'scans' for the 'Alias' name.*

9. Click 'Next'.
10. Browse to the default scan folder and specify the input folder, for example: 'C:\Program Files\Oce\Intra Logic\Smbx\Input', and click 'Next'.
11. Select 'Write' access and deselect 'Read' access.
12. Click 'Next' and 'Finish'.

Allow non-anonymous users to log on to the FTP site

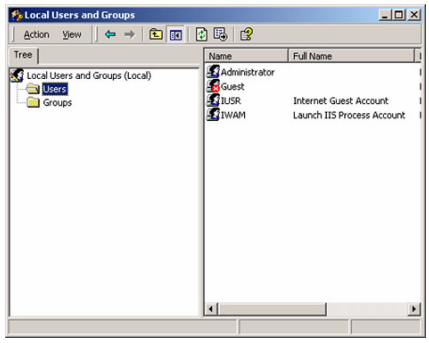
1. Right click 'Default FTP Site'.
2. Click 'Properties'.
3. Click the 'Security Accounts' tab.
4. Select the 'Allow Anonymous Connections' option.
5. Deselect the 'Allow only anonymous connections' option.



[3] FTP Site Security Accounts

Add the FTP user

1. Start the 'Local Users and Groups' option by typing 'lusrmgr.msc' in a Command box.
2. Select 'Users'.



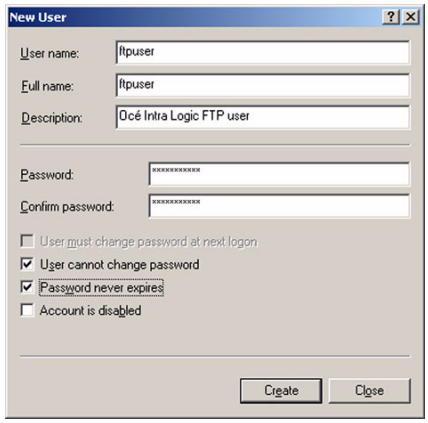
[4] Local Users and Groups

3. Click 'Action' - 'New User...'
4. Enter the 'User name'.
5. Enter the 'Full name'.
6. Enter the 'Description'.

7. Enter and confirm the 'Password'.

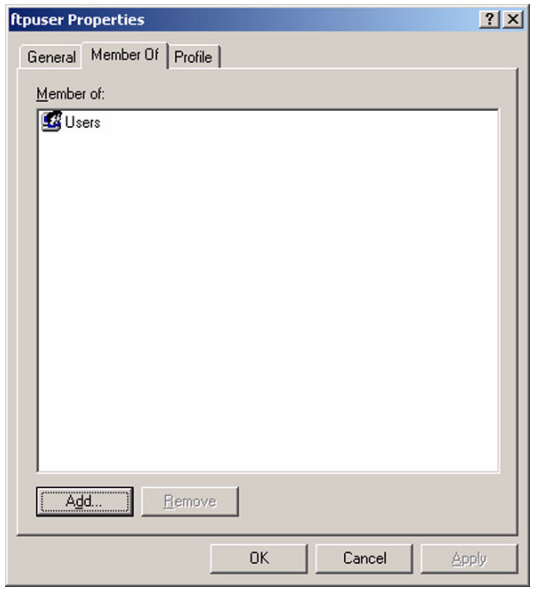
Note: *Please make a note of the username and password. You need this information to configure the scanning option of a multifunctional device within Océ Intra Logic®. In this manual, this user is referred to as the 'FTP user' (and the 'FTP password'). For example, in the (see 'Configure the export of scan files' on page 54) topic.*

8. Deselect the 'User must change password at next logon' option.
9. Select the 'User cannot change password' option.
10. Select the 'Password never expires' option.



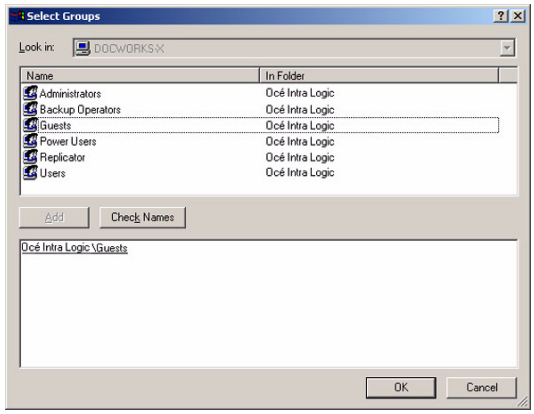
[5] New User

11. Click 'Create' and 'Close'.
12. Right-click the User that you have just created and click 'Properties'.
13. Click the 'Member of' tab.



[6] Member of

14. Select the 'Users' group and click 'Remove'.
15. Click 'Add'.
16. Select the 'Guests' group and click 'Add'.



[7] Select Groups

17. Click 'OK'.
18. Click 'Apply' and 'Close'.
19. Exit the 'Local Users and Groups' option

Configure the license for the OCR functionality

Introduction

You need to install a license file to enable the OCR (Optical Character Recognition) functionality. Contact Océ to obtain a license file.

The OCR license restricts the maximum number of scans that can be processed by the OCR module per month. The following licenses are available:

- 10000 scans per month
- 40000 scans per month
- 100000 scans per month
- 250000 scans per month

Install the OCR license file

1. Save the OCR license on your system.
2. Click the 'Server configuration' tab.
3. Click the 'Scanning' link.
4. Go to the 'OCR functionality' option.
5. Click the 'The OCR functionality is enabled' option.
6. Click the 'Apply' button.
7. Click the button 'Install the license file'.
8. Browse to the location of the OCR license on your system.
9. Click 'OK'.

Check the OCR license

1. Click the 'Server configuration' tab.
2. Click the 'Scanning' link.
3. Go to the option 'OCR license info'.
   Here you can find information about the type of OCR license. The remaining number of scans that can be processed by the OCR module in the current month is also displayed.

Backward compatibility with Scan2IT

1. Click the 'Server configuration' tab.
2. Click the 'Scanning' link.
3. Go to the 'OCR functionality' option.
4. Click the option 'Scan2IT - FineReader 5.0 enabled (compatibility)'.
5. Click the 'Apply' button.

Configure NTLM authentication (optional)

Introduction

NTLM (Windows authentication) allows users to access Océ Intra Logic® without having to log on.

When NTLM is enabled, users are no longer presented with the log on screen when they start Océ Intra Logic®. This is only valid if the user starts Océ Intra Logic® within the domain of the Océ Intra Logic® server. Océ Intra Logic® uses the Windows authentication to allow automatic access of logged on Windows users.

Instead of NTLM authentication, you can choose to enable LDAP or Océ Intra Logic® *authentication on page 98*.

Before you begin

Make sure that you add an existing Windows domain user with administrator rights (all tabs) to Océ Intra Logic®, before you enable NTLM authentication.

Enable the 'New users are added automatically' option in the 'General settings' of the 'Server configuration' tab (see *'Specify the new user policy' on page 96*).

Enable the 'Allow Automatic logon' option in the 'General settings' of the 'Server configuration' tab (see *'Changing the automatic logon policy' on page 97*).

Prepare NTLM authentication

1. Stop the 'Internet Information Services':
   - Start a Command Prompt (click 'Start'- 'Run' - 'cmd.exe').
   - Type in 'IIS reset /stop' and press 'Enter'.
2. Select the 'Océ Intra Logic SNMP Manager' service and click the 'Stop' button.
3. Stop the 'Océ Intra Logic Active Alerting' service.
4. In the Command Prompt, browse to the Script directory
   - By default, the installation directory is set to C:\Program files\Oce\Intra Logic)
   - Type in 'Cd C:\Program files\Oce\Intra Logic\NTLMUtility' and press 'Enter'.
5. Run the batch script called 'DcomDomainNTLM.bat'
   Syntax:
   DcomDomainNTLM.bat DomainGroupName NewOILAdministratorName
   For example:
   DcomDomainNTLM.bat "Oce\Domain Users" Administrator
6. Select the 'Océ Intra Logic SNMP Manager' service and click the 'Start' button.
7. Select the 'Océ Intra Logic Active Alerting' service and click the 'Start' button.

8. Start the 'Internet Information Services' again:
   - Start a Command Prompt (click 'Start'- 'Run' - 'cmd.exe').
   - Type in 'IIS reset /start' and press 'Enter'.
9. NTLM authentication is now enabled in Océ Intra Logic®. Therefore, procedure 'Enable NTLM authentication' can be skipped.

Note: *Océ Intra Logic® has now been updated to include Integrated Windows (NTLM) Authentication support.*
Before the Integrated Windows (NTLM) Authentication is operational it has to be enabled in the 'Internet Information Services' as well.

Enable NTLM authentication

1. Start a Command Prompt (click 'Start'- 'Run' - 'cmd.exe').
2. Browse to the Script directory
   By default: C:\Program files\Oce\Intra Logic\
3. Type in 'Cd C:\Program files\Oce\Intra Logic\NTLMUtility'.
4. Run the script file 'EnableiisNTLM.vbs' by entering: 'Cscript.exe EnableiisNTLM.vbs'.

Disable NTLM authentication

1. Start a Command Prompt (click 'Start'- 'Run' - 'cmd.exe').
2. Browse to the Script directory
   By default: C:\Program files\Oce\Intra Logic\
3. Type in 'Cd C:\Program files\Oce\Intra Logic\NTLMUtility'.
4. Run the script file 'DisableiisNTLM.vbs' by entering: 'Cscript.exe DisableiisNTLM.vbs'.

Chapter 3
Configuring the Océ Intra Logic Elements

Configuring Océ Intra Logic

Configure Océ Intra Logic

Introduction

When you have installed Océ Intra Logic®, you have to configure the application. You can add and configure the Océ Intra Logic® elements like devices, users, links and documents

[1] Océ Intra Logic® elements (1 – 2)

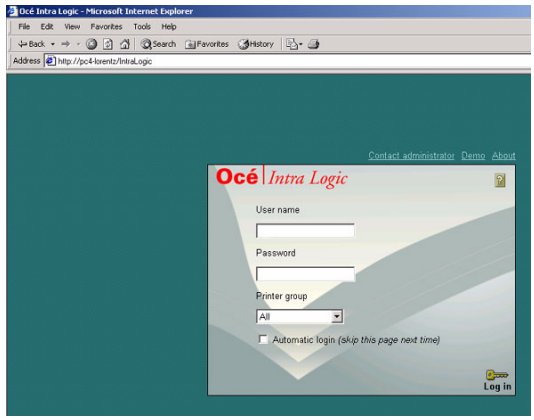
Océ Intra Logic® element	Reference
Devices	(see *'Device Administration' on page 29*) (see *'Adding new devices' on page 33*) (see *'Delete devices' on page 35*) (see *'Edit device settings' on page 36*) (see *'Reconfigure device settings' on page 37*) (see *'Configure the export of scan files' on page 54*)
Groups	(see *'Adding new device groups' on page 38*) (see *'Deleting device groups' on page 39*) (see *'Renaming device groups' on page 40*) (see *'Adding devices to device groups' on page 41*) (see *'Delete devices from device groups' on page 42*) (see *'Changing the order of devices in groups' on page 43*) (see *'Changing the order of device groups' on page 44*)
Users	(see *'Adding new users' on page 47*) (see *'Delete users' on page 48*) (see *'Editing user settings' on page 49*) (see *'Import user lists' on page 50*) (see *'Defining the new user template' on page 52*) (see *'Cleaning Up the Database' on page 53*)
Scanning	(see *'Configure the export of scan files' on page 54*) (see *'Setting the maximum number of profiles' on page 57*) (see *'Setting the default scan resolutions' on page 58*) (see *'Removing scanprofiles' on page 59*) (see *'Configuring Document Storage' on page 60*)

[1] Océ Intra Logic® elements (2 – 2)

Océ Intra Logic® element	Reference
Sending to destinations	(see *'Adding a send to destination' on page 62*) (see *'Editing a send to destination' on page 63*) (see *'Deleting a send to destination' on page 64*) *Configuring the email destination on page 65*
Corporate links	(see *'Adding new corporate links' on page 66*) (see *'Deleting corporate links' on page 67*) (see *'Editing corporate links' on page 68*)
Corporate documents	(see *'Adding new corporate documents' on page 76*) (see *'Deleting corporate documents' on page 77*) (see *'Editing corporate documents' on page 78*)
Administrator links	(see *'Adding new administrator links' on page 86*) (see *'Deleting administrator links' on page 87*) (see *'Editing administrator links' on page 88*)
General settings	(see *'Changing the language' on page 95*) (see *'Specify the new user policy' on page 96*) *Define the Authentication on page 98* (see *'Specifying the SNMP settings' on page 102*) *Define the Active Alerting on page 106* *Set the print queue monitoring on page 107* (see *'Changing the automatic logon policy' on page 97*) (see *'Defining the administrator contact information' on page 103*) (see *'Defining the bulletin board message' on page 104*) (see *'Defining the default start tab' on page 105*)

Configure Océ Intra Logic®

1. Log on as Administrator on the Océ Intra Logic® server.
2. Double-click the Océ Intra Logic® icon on the desktop.
3. Your default Web browser will start, and will open the Océ Intra Logic® site.
   The address contains the computer name of the server (<servername>) and the 'Default Web Site' name (http://<servername>/IntraLogic).
   In the example below the Océ Intra Logic® web site name is:
   'http://pc4-lorentz/intralogic'



[8] The Océ Intra Logic® logon screen

4. The Océ Intra Logic® logon screen will appear.
5. Enter the 'User name' : 'OIL Administrator'.
6. Enter the 'Password' : '00000'.

Note: *You are advised to change the default 'OIL Administrator' password after your first logon. The 'user administration' option allows you to select this user and change the default password.*

7. Configure the Océ Intra Logic® elements.

Configuring Devices

Devices

Device Administration

Introduction

This topic describes the devices that can be used with Océ Intra Logic®.

Unless otherwise stated, the network protocols use the default ports.
All devices are automatically recognized. If the settings below for the device are not enabled or if the network is not configured correctly, the device will not work properly within Océ Intra Logic®.

Device and Network requirements

Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 devices

- Printer families: Océ 31x5, VP2045-VP2065, VP2050-VP2070, VP1055-VP1075, VP2062, VP2075.
- Supported versions: Océ 31x5 Controller R5 and higher.
- Licenses: SNMP license, Océ Intra Logic® license, Scan (OCR) license.
- Specific Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 settings: please refer to the table at the end of this topic.
- Network settings:
  - SNMP communication
  - SNMP from device port 2697 (UDP) to the server
  - Socket 1028 TCP for R5 and R7
  - HTTP communication for R7 and higher
  - HTTPS communication for R7 and higher
  - LPR communication when using the 'Printing' tab in Océ Intra Logic®
  - FTP communication for both active and passive FTP when using the 'Scanning' tab in Océ Intra Logic®
- Each Controller device can be connected up to 5 Océ Intra Logic® servers. However, only one Océ Intra Logic® server can be used for the scan destination.

Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 devices

- Printer families: Océ VarioPrint® 2090 / Océ VarioPrint® 21x0
- Supported versions: Controller R1.2 and higher
- Licenses: Scan (OCR) license.
- Required settings:
  - Enable SNMP and configure the SNMP version in 'Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 Settings Editor' on the Controller.
  - The Controller SNMP public community must match the read community of the device in Océ Intra Logic® for SNMP v1/v2.
  - The Controller SNMP Océ read/write community must match the write community of the device in Océ Intra Logic® for SNMP v1/v2.
  - Define the SAS password for SNMP v3.
- Print settings (when using the 'Printing' tab in Océ Intra Logic®):
  - The 'Remote printing from user mailbox' option must be enabled when using the 'Printing' tab in Océ VarioPrint® 2090.
- Scan settings (when using the 'Scanning' tab in Océ Intra Logic®):
  - 'Scan job export' must be enabled when using the 'Scanning tab' in Océ Intra Logic®.
  - The 'Scan job export' settings in the Controller must match the 'Scan' settings in Océ Intra Logic®. This must be configured in 'Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 Settings Editor' on the Controller.
- Network settings:
  - SNMP communication
  - HTTP communication
  - LPR communication when using the 'Printing' tab in Océ Intra Logic®
  - FTP communication for both active and passive FTP when using the 'Scanning' tab in Océ Intra Logic®
- Only one Océ Intra Logic® server can be used for the scan destination.

Printer MIB compliant devices / Océ Color System range / Océ Multifunctional Printer range

- Printer families: all Printer MIB compliant devices
- Supported versions: Not applicable
- Required settings:
  - SNMP must be enabled
  - Host resource MIB must be enabled
  - Printer MIB must be enabled
- Scan settings:
  - Please refer to (see *'Configure the export of scan files' on page 54*) for more information.
- Network settings:
  - SNMP communication
  - LPR communication

[2] Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 settings (1 – 2)

	Controller R5	Controller R7	Controller R8	Controller R9/R10
Required settings				
Security mode		Any security mode		
SNMP	enabled	enabled	enabled	enabled
SNMP v1/v2			enabled	enabled
SNMP v3				enabled
Printer MIB		enabled	enabled	enabled
Océ Print Logic	enabled			
Océ Intra Logic® functionality	enabled	enabled	enabled	enabled
SNMP v1/v2 read community	Must match the read community of the device in Océ Intra Logic®.			
SNMP v1/v2 write community		enabled and must match the write community of the device in Océ Intra Logic®.		
SAS password	Must match the System Administrator password of the device in Océ Intra Logic®.			
Controller file transfer protocol	Must match the data transfer protocol of the device in Océ Intra Logic®. Socket is supported up to Controller R7; HTTP and HTTPS are supported for R7 and higher.			
Print settings (when using the 'Printing' tab in Océ Intra Logic®)				
'Automatic Printing'	enabled	enabled	enabled	
'Printing'				enabled
Scan settings (when using the 'Scanning' tab in Océ Intra Logic®)				
FTP port of the scan settings		set to 21 (default)		set to 21 (default)
Scan job export		enabled	enabled	
Scan mode			enabled	

[2] Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 settings (2 – 2)

	Controller R5	Controller R7	Controller R8	Controller R9/R10
'Scan to FTP server enabled'			enabled	enabled
Scan to FTP server settings on the Controller		must match the scan settings in Océ Intra Logic®. For more information, please refer to (see *'Configure the export of scan files' on page 54*).		

Note: *To configure the Controller R5 settings, you use SDS.*
To configure the Controller R7 / R8 / R9 settings, you use Océ System Configuration)

Adding new devices

Introduction

When adding a new device to your network, you can also add it to your Océ Intra Logic® environment. Before you can add the device to one of the device groups, first add it to the 'Devices' section. After you add the device to one of the groups, it will be visible for the Océ Intra Logic® users.

When adding a device, the following can occur:

- The IP-address is found, but the matching device does not support SNMP. This results in an error message.
- The IP-address is not found. You can try to manually add the device, but you must fill in all of the device options.

Before you begin

Please refer to the operating range before you add new devices.

Add a scanning device

1. Click the 'Server configuration' tab.
2. Click 'Devices'.
3. Click the 'New' button in the 'Devices' section.
4. Select 'Scanner' and click 'OK'.
5. *Edit the device settings on page 36*.

Note: *Initially, the device name and device location will be used from the Océ Intra Logic® configuration. You can change this afterwards.*

Add a multi-functional or printer device

1. Click the 'Server configuration' tab.
2. Click 'Devices'.
3. Click the 'New' button in the 'Devices' section.
4. Enter the hostname or the IP address of the device in the dialog box.
5. Select the correct SNMP protocol version.
   - You can select SNMP v1/v2.
     If the default value is not correct, enter the correct 'Read community' and 'Write community'.
   - You can select SNMP v3.
     Select the 'Printer type'.
     - Define the 'SAS password' if the 'Printer type' is 'Océ VarioPrint series'.
     - Define the 'User name' and the 'Password' if the 'Printer type' is 'Other printer'.

Note: *It is not possible to add a device when the 'Read community' and 'Write community' are incorrect.*

6. Click 'OK'.
   Océ Intra Logic® will search for the device. This can take some time. If the new device is found, it will be available in the 'Devices' section. If the device is not found, you can enter the settings manually.
7. *Edit the device settings on page 36*.

Find a multi-functional or printer device

1. Click the 'Find' button in the 'Devices' section.
2. Define the range of IP addresses.
3. Click 'OK'.
4. Select one or more of the found devices.
   You can use the 'Ctrl' key to select multiple devices.
5. Click 'OK'.

Delete devices

Introduction

If you do not want a device to be available for Océ Intra Logic® users anymore, permanently delete it from your Océ Intra Logic® configuration.

Deleting a device

1. Click the 'Server configuration' tab.
2. Click 'Devices'.
3. Select the device you want to delete from the list in the 'Devices' section.
4. Click the 'Delete' button in the 'Devices' section.
   The device will be deleted from the list and from all the groups.

Edit device settings

Introduction

The 'Edit' option allows you to change the device settings afterwards.

Edit the device settings

1. Click the 'Server configuration' tab.
2. Click 'Devices'.
3. Select the device you want to edit from the list in the 'Devices' section.
4. Click the 'Edit' button in the 'Devices' section.
   A dialog will appear allowing you to edit the device settings.

Note: *The 'Print queue' is optional. Only one queue name is supported per device.*

Note: *You must specify a correct 'Data transfer protocol method' for scanning and rerouting. Every 'Data transfer protocol method' requires the 'SAS password'. When you select 'Socket' you must also define a 'Data transfer protocol username'.*

Note: *For an Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75, the button 'Configure scanner' opens a dialogue that allows you to edit the FTP settings on the device. The FTP directory is filled in automatically. For other scanners, please refer to the device documentation on how to configure the export of scan files on the device. Make sure that the scan files will arrive in the correct input directory. Please refer to the 'Edit device' dialog for this input directory.*

Note: *For some devices you can define the 'Media type' names. You can change the default 'Media type' names in the 'Special 1', 'Special 2' and 'Special 3' text boxes.*

Reconfigure device settings

Introduction

The 'Reconfigure' option allows you to update the Data Transfer Protocol, Software configuration URL and Scan settings for all devices that are active within Océ Intra Logic®. This option is available for Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 devices and Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 devices.

Note: *Make sure that the correct password is set before you reconfigure the device settings. Reconfiguring the Scan settings is possible for Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 devices.*

Reconfigure device settings

1. Click the 'Server configuration' tab.
2. Click the 'Reconfigure' button in the 'Devices' section.
   A dialog will appear allowing you to reconfigure the device settings.
3. Select the options that you want to reconfigure and click 'OK'.
   Océ Intra Logic® will check all devices and will reconfigure the selected settings if necessary.

Device groups

Adding new device groups

Introduction

The use of device groups allows you to conveniently arrange your devices. You could, for example, group all devices of one department into one group. A user within this department is now presented with only the relevant devices.

Add a new device group

1. Click the 'Server configuration' tab.
2. Click 'Devices'.
3. Click the 'New group' button in the 'Groups' section.
4. Enter the device group name in the dialogue box and click 'OK'.
   The new device group will be available in the 'Groups' section.

Deleting device groups

Introduction

If you want to reorganize your device groups, delete existing device groups. To keep the devices from that device group available to users, add the devices to another device group.

Deleting a device group

1. Click the 'Server configuration' tab.
2. Click 'Devices'.
3. Select the group you want to delete from the list in the 'Groups' section.
4. Click the 'Delete' button in the 'Groups' section.
   The group will be deleted from the list.

Renaming device groups

Introduction

The 'Rename' option allows you to change the name of a device group afterwards.

Renaming a device group

1. Click the 'Server configuration' tab.
2. Click 'Devices'.
3. Select the group you want to rename from the list in the 'Groups' section.
4. Click the 'Rename' button in the 'Groups' section.
5. Change the device group name in the dialog box and click 'OK'.
   The renamed device group will be available in the 'Groups' section.

Adding devices to device groups

Introduction

The use of device groups allows you to conveniently arrange your devices. When you have added a new device group you start adding devices to the device group. You could, for example, group all devices of one department into one group. A user within this department is now presented with only the relevant devices.

Adding a device to a device group

1. Click the 'Server configuration' tab.
2. Click 'Devices'.
3. Select a device in the 'Devices' section.
4. Select the group you want to add the device to in the 'Groups' section.
5. Click the 'Add' button.
   The device will be added to the selected device group.

Delete devices from device groups

Introduction

If you want to reorganize your device groups, delete devices from device groups. To keep the devices available to users, add the devices to another device group.

Deleting a device from a device group

1. Click the 'Server configuration' tab.
2. Click 'Devices'.
3. Select the device in the right part of the 'Groups' section.
4. Click the 'Delete' button in the 'Groups' section.
   The device will be deleted from the device group.

Changing the order of devices in groups

Introduction

The 'Move up' and the 'Move down' button allow you to change the order of the devices in the device group.

Changing the order of devices in groups

1. Click the 'Server configuration' tab.
2. Click 'Devices'.
3. Select the device that you want to move in the 'Groups' section.
4. To move the device up click the 'Move up' button.
5. To move the device down click the 'Move down' button.

Changing the order of device groups

Introduction

The 'Move up' and the 'Move down' button allow you to change the order of the device groups.

Changing the order of groups

1. Click the 'Server configuration' tab.
2. Click 'Devices'.
3. Select the device group that you want to move in the 'Groups' section.
4. To move the device group up click the 'Move up' button.
5. To move the device group down click the 'Move down' button.

Configuring Users

Introduction

Definition

When a user logs on, the username and password are checked in the Océ Intra Logic® database (except in case of LDAP or NTLM authentication).

Introduction

Depending on the settings in this database, the user is allowed to access the Océ Intra Logic® tabs.

The following tabs can be available to end users.
- Printing
- Scanning
- Corporate
- Administrator
- Server configuration

You can add new users in the following ways:
- **Manually**
  You can manually add new users using the 'New' button in the 'Users' section. You specify the user name and the password. At the same time specify the Océ Intra Logic® tabs that will be visible for that user.
- **Importing**
  If you need to manually add a lot of new users, you can also use the 'Import' option.
- **Automatically**
  If you want to allow all new users to log on, you do not have to manually add new users. A new user who logs on will be added to the database.
  When you use LDAP or NTLM authentication, you have to use the 'New users are added automatically' option.

You can specify which tabs these new users will be able to use by defining the 'New user template' option. If a user was added to the user database you can always change the user rights afterwards.

When users select the 'Automatic logon' option, they do not have to enter their user name and password at every logon. If they log on from the same computer they will automatically be logged on. If users do not have their own computer and share computers you may want to disable the 'Automatic logon' option.

Note: *The 'New users are added automatically' option and the 'Automatic logon' option, are located in the general settings.*

Adding new users

Introduction

You can manually add new users. You specify the user name and the password. At the same time specify the Océ Intra Logic® tabs that will be visible for that user.

Add a new user

1. Click the 'Server configuration' tab.
2. Click 'Users'.
3. Click the 'New' button.
   A dialog will appear allowing you to enter the user settings.
4. Enter the user name.
5. Enter the password (this can be left empty).
6. Specify the access rights.
   The access rights are already set if you have *defined the new user template on page 52*.
7. Enter the e-mail address.

Note: *When LDAP is enabled, the e-mail address of the user is set by the LDAP server. With LDAP enabled, anonymous e-mail is no longer possible.*

8. Click 'OK'.

Delete users

Introduction

You can delete users from the Océ Intra Logic® verification database using the 'Delete' button.

Deleting a user

1. Click the 'Server configuration' tab.
2. Click 'users'.
3. Click the first letter of the user name or click the 'All' view.
4. Select the user name from the list.
5. Click 'Delete' to remove the user from the list.

Editing user settings

Introduction

You can edit the user settings afterwards by clicking the 'Edit' button. When you select a user, you can change the password and define which tabs are available for that user.
When you use LDAP or NTLM authentication, you cannot change the password or the e-mail address.

Note: *You can not change the user name afterward.*

Edit user settings

1. Click the 'Server configuration' tab.
2. Click 'Users'.
3. Click the first letter of the user name or click the 'All' view.
4. Select the user you want to edit from the list.
5. Click the 'Edit' button.
   A dialog box will appear allowing you to change the user settings.
6. Edit the user settings and click 'OK'.

Import user lists

Introduction

Manually adding a large number of users can take a lot of time. The 'Import' option allows you to automatically add a list of users.

The file you import has to be a text file. Each line of the text file can contain up to six fields. The fields have to be separated by a semicolon. The text file can contain the following fields:

[3] Fields in import text file

user name	mandatory	This field will be used for the user name.
password	optional	This field will be used for the password
access2	optional	If this field contains "1" the user can access the 'Scanning' tab. When this field contains "0" the user will not be able to access the 'Scanning' tab.
access3	optional	If this field contains "1" the user can access the 'Corporate' tab. When this field contains "0" the user will not be able to access the 'Corporate' tab.
access4	optional	If this field contains "1" the user can access the 'Administrator' tab. When this field contains "0" the user will not be able to access the 'Administrator' tab.
access5	optional	If this field contains "1" the user can access the 'Server configuration' tab. When this field contains "0" the user will not be able to access the 'Server configuration' tab.

You can also import an Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 NCCS file. When you import an Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 NCCS file, the Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 username and pincode are used as username and the password.

Import a user list

1. Click the 'Server configuration' tab.
2. Click 'Users'.
3. Click 'Import'.
   A dialog box will appear which allows you to select a user list.
4. Click the 'Browse' button and select a valid user list.
5. If the file is an Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 account file and meets the Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 NCCS format, select that option.
6. Click 'OK' to import the selected user list.

Note: *Please note that existing users in the Océ Intra Logic® database will not be overwritten.*

Defining the new user template

Introduction

If you allow that all new users can log on automatically, you do not have to add new users manually. A new user who logs on will be added to the verification database. The 'New user template' option allows you to define which tabs will be available for these users.

The tabs that you select in this 'New user template' option will also be used by default when you add a new user manually.

Note: *You can only select the first three tabs in option 'New user template'. This procedure will not remove the access rights to the 'Administrator' tab and the 'Server configuration' tab for any current users.*

Define the new user template

1. Click the 'Server configuration' tab.
2. Click 'Users'.
3. Click the 'New user template' button.
   The 'New user template' dialog will appear.
4. Define the default tabs by selecting the check boxes.
5. Click option 'Also apply to current users' if you want to change the access rights for all current users (except 'OIL Administrator').
6. Click 'OK'.

Cleaning Up the Database

Introduction

When users log on the first time, they will be added to the Océ Intra Logic® database. This database can become large if a lot of users are added.
If users have not logged on for more than three months, the 'Last logon' field will be in red.
You can use the 'Clean up' option to remove users that have not logged on for more than three months.

Cleaning Up the Database

1. Click the 'Server configuration' tab.
2. Click 'Users'.
3. Click the 'Clean up' button.

Configuring Scan Settings

Configure the export of scan files

Introduction

This procedure shows you how to configure the export of scan files for

- **Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 devices**
  The button 'Configure scanner' allows you to configure the export of scan files for Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 devices. It allows you to easily configure which server the Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 device will send the scan files to.
- **Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 devices**
  For Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 devices, some specific options have to be configured.
  For details please refer to 'Configure the export of scan files (Océ VarioPrint® 2090 / Océ VarioPrint® 21x0)' below.
- **Océ Color System range / Océ Multifunctional Printer devices**
  For Océ Color System range / Océ Multifunctional Printer devices, you have to select the 'Scan option' check-box.
  Use the Océ Color System range / Océ Multifunctional Printer configuration web page to make sure that the scan files arrive in the correct FTP directory on the Océ Intra Logic® server.
  The scan files will appear in the 'Public scans'.
- **Scanner only devices**
  For scanner only devices, you can use the scanner configuration software to configure the export of scan files.

Note: *Scan files that are not recognized by Océ Intra Logic® are saved in the target directory "C:\Program Files\Oce\Intra Logic\Smbx\Other". Other applications, like Océ File DispatchIT, are required to process these scan files correctly.*

Note: *In case of multiple Océ Intra Logic® configurations, only one Océ Intra Logic® server can be used for the scan destination.*

Determine the device specific FTP directory

Make sure that the scan files arrive in the correct FTP directory.
The device specific FTP directory on the Océ Intra Logic® server consists of the 'Alias' name and the device specific directory.

Note: *Always use 'scans' for the 'Alias' name.*

For example:

- The 'Alias' name is specified as 'scans'.
- The device specific directory is '000004567'.
  For this information, please refer to the 'Input directory' option on the 'Edit device' dialogue (it will show something like 'C:\Program Files\Oce\Intra Logic\Smbx\Input\000004567').
- The device specific 'FTP directory' is 'Scans\000004567'.

Note: *The FTP user name and FTP password must be the same as the user name and the password in the default FTP site configuration.*

Configure the export of scan files (Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75)

1. Click the 'Server configuration' tab.
2. Click 'Devices'.
3. Select the device you want to edit from the list in the 'Devices' section.
4. Click the 'Edit' button in the 'Devices' section.
   A dialog will appear allowing you to edit the device settings.
5. Select the 'Scan option'.
6. Click the 'Configure scanner' button.
   A dialog will appear that allows you to specify the scanner settings for Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 devices.
7. Enter the 'SAS password'.
8. Enter the 'FTP directory'.
9. Enter the 'FTP user name'.
10. Enter the 'FTP password'.

Note: *The FTP user name and FTP password must be the same as the user name and the password in the default FTP site configuration.*

11. Click OK.
12. Select the 'ID scan' option.
13. Type the 'Prompt' text (for example: 'Please enter your scanbox ID').

Note: *This message appears on the screen of an Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 device when you select the 'ID scan' profile.*

Configure the export of scan files (Océ VarioPrint® 2090 / Océ VarioPrint® 21x0)

1. Click the 'Server configuration' tab.
2. Click 'Devices'.
3. Select the device you want to edit from the list in the 'Devices' section.
4. Click the 'Edit' button in the 'Devices' section.
   A dialog will appear allowing you to edit the device settings.
5. Select the 'Scan option'.
   - *Determine the device specific FTP directory* *on page 55*. Use the Océ Intra Logic® server name for the FTP hostname. The FTP user name and FTP password must be the same as the user name and the password in the default FTP site configuration.
   - Define the correct input directory for the scan files.

Note: *In case of an Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 device you can use the 'Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 Settings Editor'.*

6. Select the 'ID scan' option.
7. Type the 'Prompt' text (for example: 'Please enter your scanbox ID').

Configure the export of scan files (Océ Color System range / Océ Multifunctional Printer devices)

Configuring the export of scan files differs between the various devices. Refer to the documentation of the specific device for details. Make sure that the correct ftp user, ftp password, and ftp destination directory are configured.

Configure the export of scan files (scanner only)

1. Click the 'Server configuration' tab.
2. Click 'Devices'.
3. Select the device you want to edit from the list in the 'Devices' section.
4. Click the 'Edit' button in the 'Devices' section.
   A dialog will appear allowing you to edit the device settings.

Note: *Use the scanner management software to configure the FTP server, FTP user, FTP password and FTP directory.*
To determine the device-specific FTP directory, please refer to the 'Determine the device specific FTP directory' section above.

Maintaining Scan Profiles

Setting the maximum number of profiles

Introduction

You can configure the content of the 'Scanning' tab. The 'Scanning' section in the 'Server configuration' section allows you to configure the scan settings.
You can specify the maximum number of scan profiles. If the current number of scan profiles is more than the maximum number of scan profiles specified, the oldest scan profile is automatically deleted.

For more information about the export of scan files, please refer to (see *'Configure the export of scan files' on page 54*)

Note: *This procedure is relevant for Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 devices and Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 devices.*

Define the maximum number of profiles

1. Click the 'Server configuration' tab.
2. Click 'Scanning'.
3. Select the maximum number of profiles in the 'Scan profiles' section.
4. Click the 'Apply' button.

Note: *To keep a high usability level, we prefer you do not scroll through a large list of profiles on the Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75. Therefore you are advised to keep the maximum number of profiles between 20-25.*

Setting the default scan resolutions

Introduction

You can configure the content of the 'Scanning' tab. The 'Scanning' section in the 'Server configuration' allows you to configure the scan settings.

For more information about the export of scan files, please refer to (see *'Configure the export of scan files' on page 54*)

Note: *This procedure is relevant for Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 devices and Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 devices.*

Set the default scan resolutions

1. Click the 'Server configuration' tab.
2. Click 'Scanning'.
3. Define the scan resolution in the 'Scan profiles' section.
4. Click the 'Apply' button.

Removing scanprofiles

Introduction

You can configure the content of the 'Scanning' tab. The 'Scanning' section in the 'Server configuration' allows you to configure the scan settings.

You can remove any scan profile on any device.

Note: *This procedure is relevant for Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 devices and Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 devices.*

Remove scan profiles

1. Click the 'Server configuration' tab.
2. Click 'Scanning'.
3. Click the 'Apply' button in the 'Scan profiles' section.
   A window appears.
4. Select a device.
   A list of personal scan profiles is displayed.

Note: *Only Océ Intra Logic® scan profiles are shown.*

5. Select a scan profile.
6. Click the 'Remove' button.

Configuring Document Storage

Configuring Document Storage

Introduction

You can configure the content of the 'Scanning' tab. The 'Scanning' section in the 'Server configuration' allows you to configure the scan settings.

The documents in the 'Public scans' section expire when they are copied from the public to the personal mailbox. All other documents expire when they are not used for a defined amount of time. The expiration time is set by the administrator. The documents with the status 'New' cannot expire. The expired documents are deleted when a new scan arrives at the Océ Intra Logic® server. You can also remove the expired documents manually.

When a new scan arrives at the Océ Intra Logic® server the used disk space is checked. If the maximum allowed disk space is exceeded, scanned documents are removed in the following order:

- Public scans - claimed, viewed or expired.
- Personal scans - accessed and expired.
- If the maximum allowed disk space is still exceeded, public or personal scanned documents are removed, always starting with the oldest scanned document.

Note: *Claimed scans are scans that are copied from the 'Public' mailbox to a 'Personal' mailbox.*

Check the disk space used

1. Click the 'Server configuration' tab.
2. Click 'Scanning'.
3. The 'Disk space currently in use' field in the 'Document storage' section displays the amount of megabytes used.

Define the allowed disk space

1. Click the 'Server configuration' tab.
2. Click 'Scanning'.
3. Select 'Unlimited' or specify the 'Maximum disk space allowed' in the 'Document storage' section.
4. Click the 'Apply' button.

Define the expiration time

1. Click the 'Server configuration' tab.
2. Click 'Scanning'.
3. Select the expiration time of documents in the 'Documents are deleted after' list box, in the 'Document storage' section.
4. Click the 'Apply' button.

Clean up expired documents

1. Click the 'Server configuration' tab.
2. Click 'Scanning'.
3. Click the 'Apply' button of option 'Clean up the expired documents now' in the 'Document storage' section.
   The expired documents are now removed.

Configuring Send to Destinations

Adding a send to destination

Introduction

Océ Intra Logic® allows users to send documents from the 'Personal scans' section. Users can also print files from the Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 and/or Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 mailbox to predefined locations. These locations are defined by the administrator.

Add a Send to destination

1. Click the 'Server configuration' tab.
2. Click 'Send to'.
3. Click the 'New' button in the 'Send to destinations' section.
   A window opens.
4. Specify the name of the destination.
5. Specify the directory of the destination.
6. Specify the URL of the pop-up window (optional).
7. Specify the supported file types (only available for scanning).
8. Specify single or multiple file to accept.
9. Click the 'OK' button.

Editing a send to destination

Introduction

Océ Intra Logic® allows users to send documents from the 'Personal scans' section. Users can also print files from the Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 and/or Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 mailbox to predefined locations. These locations are defined by the administrator.

Edit a Send to destination

1. Click the 'Server configuration' tab.
2. Click 'Send to'.
3. Select a destination.
4. Click the 'Edit' button in the 'Send to destinations' section.
   A window opens.
5. Specify the name of the destination.
6. Specify the directory of the destination.
7. Specify the URL of the pop-up window (optional).
8. Specify the supported file types (only available for scanning).
9. Specify single or multiple file to accept.
10. Click the 'OK' button.

Deleting a send to destination

Introduction

This procedure shows you how to delete a 'Send to' destination.

Deleting a send to destination

1. Click the 'Server configuration' tab.
2. Click 'Send to'.
3. Select destination.
4. Click the 'Delete' button in the 'Destinations' section.

Configuring the email destination

Introduction

The e-mail destination is by default available in the 'Destinations for scanning' section. You cannot delete this e-mail destination, but you can configure it.

Configure the e-mail destination

1. Click the 'Server configuration' tab.
2. Click 'Scanning'.
3. Select the e-mail destination from the 'Destinations for scanning' section.
4. Click 'Edit'.
   The 'Edit destination' dialog will appear.
5. Enter the 'SMTP host'.
6. Enter the 'SMTP port' (optional).
   The default SMTP port is 25.
7. Define the 'user name' and a 'password' when your mail server does not allow anonymous access.
8. Select the 'Supported file types'.
9. Define if you want to accept multiple files.
10. Click 'OK'.

Configuring Corporate Links

Adding new corporate links

Introduction

You can configure the content of the 'Corporate' tab. The 'Corporate links' section in the 'Server configuration' allows you to add new corporate links.

Adding a new corporate link

1. Click the 'Server configuration' tab
2. Click 'corporate links'.
3. Click the 'New' button in the 'Corporate links' section.
   A dialog box will appear allowing you to enter the link properties.
4. Enter the name of the link.
5. Enter the target URL of the link.
6. Enter the description of the link.
7. Click 'OK'.

Deleting corporate links

Introduction

You can configure the content of the 'Corporate' tab. The 'Corporate links' section in the 'Server configuration' allows you to delete corporate links.

Deleting a corporate link

1. Click the 'Server configuration' tab.
2. Click 'Corporate links'.
3. Select the corporate link you want to delete.
4. Click the 'Delete' button.

Editing corporate links

Introduction

You can configure the content of the 'Corporate' tab. The 'Corporate links' section in the 'Server configuration' allows you to edit corporate links.

Editing a corporate link

1. Click the 'Server configuration' tab.
2. Click 'Corporate links'.
3. Select the corporate link you want to edit.
4. Click the 'Edit' button.
   The 'Edit corporate link' dialog box will appear.
5. Edit the corporate link properties and click 'OK'.

Adding new corporate link groups

Introduction

Corporate links are sorted into groups. The 'Corporate links' section in the 'Server configuration' allows you to add new corporate link groups.

Adding a new link group

1. Click the 'Server configuration' tab.
2. Click 'Corporate links'.
3. Click 'New group'.
   A dialog box will appear allowing you to enter the group name.
4. Enter the group name and click 'OK'.

Renaming corporate link groups

Introduction

Corporate links are sorted into groups. The 'Corporate links' section in the 'Server configuration' allows you to rename corporate link groups.

Renaming a corporate link group

1. Click the 'Server configuration' tab.
2. Click 'Corporate links'.
3. Select the link group you want to rename.
4. Click the 'Rename' button.
   A dialog box will appear allowing you to rename the group name.
5. Change the group name in the dialog box and click 'OK'.

Adding links to corporate link groups

Introduction

You can configure the content of the 'Corporate' tab. Corporate links are sorted into groups. The 'Corporate links' section in the 'Server configuration' allows you to add corporate links to link groups.

Adding a link to corporate groups

1. Click the 'Server configuration' tab.
2. Click 'Corporate links'.
3. Select a link in the 'Corporate links' section.
4. Select the group you want to add the link to in the 'Groups' section.
5. Click the 'Add' button.
   The link will be added to the selected link group.

Deleting corporate links from a group

Introduction

You can delete a corporate link from a group

Deleting a corporate link from a group

1. Click the 'Server configuration' tab.
2. Click 'Corporate links'.
3. Select the link you want to delete in groups section.
4. Click the 'Delete' button.
   The selected link will be deleted from the group.

Change order of links in groups

Introduction

Corporate links are sorted into groups. The 'Corporate links' section in the 'Server configuration' allows you to change the order of corporate links in link groups.

Changing the order of links in a group

1. Click the 'Server configuration' tab.
2. Click 'Corporate links'.
3. Select the link that you want to move in the 'Groups' section.
4. To move the link up click the 'Move up' button.
5. To move the link down click the 'Move down' button.

Deleting link groups

Introduction

Corporate links are sorted into groups. The 'Corporate links' section in the 'Server configuration' allows you to delete link groups.

Deleting a link group

1. Click the 'Server configuration' tab.
2. Click 'Corporate links'.
3. Select the group that you want to delete from the list in the Groups section.
4. Click the 'Delete' button in the Groups section.
   The group will be deleted from the list.

Note: *At least one group should be available. It is not possible to delete all the groups.*

Changing the order of link groups

Introduction

You can control the order of the link groups. The 'Move up' and the 'Move down' button allow you to change the order of the link groups.

Changing the order of link groups

1. Click the 'Server configuration' tab.
2. Click 'Corporate links'.
3. Select the link group that you want to move in the 'Groups' section.
4. To move the link group up click the 'Move up' button.
5. To move the link group down click the 'Move down' button.

Configuring Corporate Documents

Adding new corporate documents

Introduction

You can configure the content of the 'Corporate' tab. The 'Corporate documents' section in the 'Server configuration' allows you to add new corporate documents.

Corporate documents will be uploaded to the Océ Intra Logic® server and are available for all Océ Intra Logic® users.

Add a new corporate document

1. Click the 'Server configuration' tab.
2. Click 'Corporate documents'.
3. Click the 'New' button in the 'Documents' section.
   A dialog box will appear.
4. Click the 'Browse' button and select a document.
5. Enter the document name.
6. Enter the document description.
7. Click 'OK'.

Deleting corporate documents

Introduction

You can configure the content of the 'Corporate' tab. The 'Corporate documents' section in the 'Server configuration' allows you to delete corporate documents.

Deleting a corporate document

1. Click the 'Server configuration' tab.
2. Click 'Corporate documents'.
3. Select the corporate document you want to delete.
4. Click the 'Delete' button in the 'Documents' section.

Editing corporate documents

Introduction

You can configure the content of the 'Corporate' tab. The 'Corporate documents' section in the 'Server configuration' allows you to edit corporate documents.

Editing a corporate document

1. Click the 'Server configuration' tab.
2. Click 'Corporate documents'.
3. Click the corporate document you want to edit.
4. Click the 'Edit' button.
   The 'Edit corporate document' dialog box will appear.
5. Edit the corporate document properties and click 'OK'.

Adding new document groups

Introduction

Corporate documents are sorted into groups. The 'Corporate documents' section in the 'Server configuration' allows you to add new corporate document groups.

Adding a new document group

1. Click the 'Server configuration' tab.
2. Click 'Corporate documents'.
3. Click 'New group'.
   A dialog box will appear allowing you to enter the group name.
4. Enter the group name and click 'OK'.

Renaming document groups

Introduction

Corporate documents are sorted into groups. The 'Corporate documents' section in the 'Server configuration' allows you to rename corporate document groups.

Renaming a document group

1. Click the 'Server configuration' tab.
2. Click 'Corporate groups'.
3. Select the document group you want to rename.
4. Click the 'Rename' button.
   A dialog box will appear allowing you to rename the group name.
5. Change the group name in the dialog box and click 'OK'.

Adding documents to document groups

Introduction

You can configure the content of the 'Corporate' tab. Corporate documents are sorted into groups. The 'Corporate documents' section in the 'Server configuration' allows you to add corporate documents to document groups.

Adding a document to a document group

1. Click 'Server configuration'.
2. Click 'Corporate documents'.
3. Select the document in the 'Documents' section.
4. Select the group you want to add the document to in the 'Groups' section.
5. Click the 'Add' button.
   The document will be added to the selected document group.

Deleting corporate documents from a group

Introduction

You can delete a corporate document from a group

Deleting corporate documents from a group

1. Click the 'Server configuration' tab.
2. Click 'Corporate documents'.
3. Select the document you want to delete in groups section.
4. Click the 'Delete' button.
   The selected document will be deleted from the group.

Changing the order of documents in groups

Introduction

Corporate documents are sorted into groups. The 'Corporate documents' section in the 'Server configuration' allows you to change the order of corporate documents in document groups.

Changing the order of documents in a group

1. Click the 'Server configuration' tab.
2. Click 'Corporate documents'.
3. Select the document that you want to move in the 'Groups' section.
4. To move the document up click the 'Move up' button.
5. To move the document down click the 'Move down' button.

Deleting document groups

Introduction

Corporate documents are sorted into groups. The 'Corporate documents' section in the 'Server configuration' allows you to delete document groups.

Deleting a document group

1. Click the 'Server configuration' tab.
2. Click 'Corporate documents'.
3. Select the group that you want to delete from the list in the 'Groups' section.
4. Click the 'Delete' button in the 'Groups' section.
   The group will be deleted from the list.

Note: *At least one group should be available. It is not possible to delete all the groups.*

Changing the order of document groups

Introduction

You can control the order of the document groups. The 'Move up' and the 'Move down' button allow you to change the order of the document groups.

Changing the order of document groups

1. Click the 'Server configuration' tab.
2. Click 'Corporate documents'.
3. Select the document group that you want to move in the 'Groups' section.
4. To move the document group up click the 'Move up' button.
5. To move the document group down click the 'Move down' button.

Configuring Administrator Links

Adding new administrator links

Introduction

You can configure the content of the 'Administrator' tab. The 'Administrator links' section in the 'Server configuration' allows you to add new administrator links.

Adding a new administrator link

1. Click the 'Server configuration' tab.
2. Click 'Administrator links'.
3. Click the 'New' button in the 'Administrator links' section.
   A dialog box will appear allowing you to enter the link properties.
4. Enter the name of the link.
5. Enter the target URL of the link.
6. Enter the description of the link.
7. Click 'OK'.

Deleting administrator links

Introduction

You can configure the content of the 'Administrator' tab. The 'Administrator links' section in the 'Server configuration' allows you to delete administrator links.

Deleting an administrator link

1. Click the 'Server configuration' tab.
2. Click 'Administrator links'.
3. Select the administrator link you want to delete.
4. Click the 'Delete' button.

Editing administrator links

Introduction

You can configure the content of the 'Administrator' tab. The 'Administrator links' section in the 'Server configuration' allows you to edit administrator links.

Editing an administrator link

1. Click the 'Server configuration' tab.
2. Click 'Administrator links'.
3. Click the administrator link you want to edit.
4. Click the 'Edit' button.
   The 'Edit administrator link' dialog box will appear.
5. Edit the administrator link properties and click 'OK'.

Adding new administrator links groups

Introduction

Administrator links are sorted into groups. The 'Administrator links' section in the 'Server configuration' allows you to add new administrator link groups.

Adding a new link group

1. Click the 'Server configuration' tab.
2. Click 'Administrator links'.
3. Click 'New group'.
   A dialog box will appear allowing you to enter the group name.
4. Enter the group name and click 'OK'.

Renaming administrator link groups

Introduction

Administrator links are sorted into groups. The 'Administrator links' section in the 'Server configuration' allows you to rename administrator link groups.

Renaming an administrator link group

1. Click the 'Server configuration' tab.
2. Click 'Administrator links'.
3. Select the link group you want to rename.
4. Click the 'Rename' button.
   A dialog box will appear allowing you to rename the group.
5. Change the group name in the dialog box and click 'OK'.

Adding links to administrator groups

Introduction

You can configure the content of the 'Administrator' tab. Corporate links are sorted into groups. The 'Administrator links' section in the 'Server configuration' allows you to add administrator links to link groups.

Adding a link to an administrator group

1. Click the 'Server configuration' tab.
2. Click 'Administrator links'.
3. Select the link in the 'Administrator links' section.
4. Select the group you want to add the link to in the 'Groups' section.
5. Click the 'Add' button.
   The link will be added to the selected link group.

Deleting administrator links from a group

Introduction

You can delete an administrator link from a group.

Deleting administrator links from a group

1. Click the 'Server configuration' tab.
2. Click 'Administrator links'.
3. Select the link you want to delete in groups section.
4. Click the 'Delete' button.
   The selected link will be deleted from the group.

Deleting Administrator Links Groups

Introduction

Administrator links are sorted in groups. The 'Administrator links' section in the 'Server configuration' allows you to delete administrator links groups.

Delete an administrator links group

1. Click the 'Server configuration' tab.
2. Click 'Administrator links'.
3. Select the group that you want to delete from the list in the 'Groups' section.
4. Click the 'Delete' button in the 'Groups' section.
   The group will be deleted from the list.

Note: *At least one group should be available. It is not possible to delete all the groups.*

Changing the order of administrator links groups

Introduction

You can control the order of the administrator groups. The 'Move up' and the 'Move down' button allow you to change the order of the administrator groups.

Changing the order of administrator links groups

1. Click the 'Server configuration' tab.
2. Click 'Administrator links'.
3. Select the administrator links group in the 'Administrator links' section.
4. To move the administrator links group up click the 'Move up' button.
5. To move the administrator links group down click the 'Move down' button.

Configuring General Settings

Changing the language

Introduction

When you install the Océ Intra Logic® software on the server you select the language. You can change the language afterwards using the 'Language' option in the 'Server configuration'.
Océ Intra Logic® is then available to all users in the chosen language.

Change the language

1. Click the 'Server configuration' tab.
2. Click 'General settings'.
3. Select the language from the drop-down box.
4. Click 'Apply'.

Note: *To see the new language of Océ Intra Logic®, log out and log on again.*

Specify the new user policy

Introduction

Log in rights to Océ Intra Logic® for new users can be granted *manually on page 47* or automatically. You can also allow new users to be added automatically with option 'New user policy'.
By default new users will be able to use the 'Printing' tab, the 'Scanning' tab and the 'Corporate' tab.

Note: *If you use LDAP or NTLM authentication you must select option 'New users are added automatically'.*

Specify the new user policy

1. Click the 'Server configuration' tab.
2. Click 'General settings'.
3. Select option 'New users are added automatically' if you want to give automatic log on rights to new users.
4. Click 'Apply'.

Changing the automatic logon policy

Introduction

With option 'Automatic logon' enabled, the Océ Intra Logic® users do not have to enter their user name and password at every logon. When they log on from the same computer they will be automatically logged on. When users do not have their own computer and share computers, you may want to disable the 'Automatic logon' option.

Changing the automatic logon policy

1. Click the 'Server configuration' tab.
2. Click 'General settings'.
3. Specify the automatic logon policy.
4. Click 'Apply'.

Define the Authentication

Introduction

Several methods of user authentication are possible in Océ Intra Logic®.
- *You can authenticate users via NTLM on page 100*.
- *You can authenticate users via the LDAP server on page 100*.
- *You can authenticate users via the Océ Intra Logic® verification database on page 101*.

Note: *To authenticate users via NTLM you must configure the NTLM authentication via the 'Internet Information Services', see the 'Océ Intra Logic® System administrator manual'.*

The user log on information is validated with the appropriate database. When the user log on information is not correct or not available in the used database, the access to Océ Intra Logic® is denied.

With NTLM and LDAP authentication you can use option 'Group based log on'. This option must be configured. First, you must define users to belong to a group on the LDAP server. Then you must *bind these groups of users to access rights on page 99* for Océ Intra Logic® in the 'Authentication' section. Now, you can use option 'Group based log on'.
With option 'Group based log on' every authenticated user receives automatically the correct access rights for Océ Intra Logic®.

Note: *For option 'Group based log on' a connection to the LDAP server must be available.*

Before you begin

Note: *The 'Before you begin' section is valid for authentication via the LDAP server.*

Make sure that you create an account that belongs to the 'Server rights group' (all tabs). This account must have a user name that exists in LDAP before you enable LDAP authentication.

Enable the 'New users are added automatically' option in the 'General settings' of the 'Server configuration' tab.

The LDAP details depend on the organizational structure that is defined for your local situation. Contact your LDAP administrator for details about the 'hostname' and 'search root' of the LDAP server.

Create a connection to the LDAP server

1. Click the 'Server configuration' tab.
2. Click 'General settings'.
3. Go to the 'Authentication' section.
4. Select LDAP as 'Type'.
5. Create the LDAP connection in the textbox 'LDAP path'.
   - Define the 'LDAP server' address using LDAP://hostname.
   - Enter the 'Port number' of the LDAP server.
     The default 'Port number' is 389.
   - Define the 'Search root'. For example, u=people, o=Océ.

   An example of an LDAP path: LDAP://ldap.oce.nl:389/u=people,o=Océ
6. Define the 'LDAP user name'.
7. Define the 'LDAP password'.
8. Click 'Apply'.

Note: *You must define the 'LDAP user name' and 'LDAP password' when the LDAP server does not support anonymous log on.*

Bind LDAP groups of users to access rights for Océ Intra Logic®

1. Click the 'Server configuration' tab.
2. Click 'General settings'.
3. Go to the 'Authentication' section.
4. *Create a connection to the LDAP server*.
5. Select 'yes' for option 'Group based log on'.
6. Click 'Apply'.
   Selection boxes become available for options:
   - Server rights group.
     Users in this group have the tabs 'Printing', 'Scanning', 'Corporate', 'Administrator' and 'Server configuration' available.
   - Admin rights group.
     Users in this group have the tabs 'Printing', 'Scanning', 'Corporate' and 'Administrator' available.
   - User rights group.
     Usually, users in this group have the tabs 'Printing', 'Scanning' and 'Corporate' available.

Note: *When the LDAP server does not support retrieval of the available groups then textboxes appear instead of selection boxes. You can edit the textboxes with the appropriate LDAP group. Editing the textboxes is not advised.*

7. Select an LDAP group from the selection box in the appropriate access rights group in the 'Authentication' section.

8. Click 'Apply'.
   Authenticated users that belong to the selected LDAP group automatically receive the access rights for Océ Intra Logic® of the assigned rights group.

Note: *The access rights that users receive via option 'Group based log on' overrule any access rights as defined within Océ Intra Logic®.*

9. Repeat step 7 and step 8 until all LDAP groups are bound to access rights for Océ Intra Logic®.

Define NTLM authentication

1. Click the 'Server configuration' tab.
2. Click 'General settings'.
3. Go to the 'Authentication' section.
   NTLM is selected automatically as 'Type'. Options LDAP and Océ Intra Logic® are disabled.

Note: *To authenticate users via NTLM you must configure the NTLM authentication via the 'Internet Information Services', see the 'Océ Intra Logic® System administrator manual'.*

4. Select 'yes' for option 'Group based log on' if you want to assign the access rights automatically to each authenticated user.
   When you select 'no' the authenticated users receive the access rights as defined within Océ Intra Logic®.

Note: *For option 'Group based log on' a connection to the LDAP server must be available.*

Note: *For option 'Group based log on' users must be assigned to a group in the LDAP server.*

5. *Create a connection to the LDAP server* *on page 99* if you have selected 'yes' for option 'Group based log on'.
6. Click 'Apply'.
   The Windows authentication is used to allow automatic access of logged on Windows users.

Define LDAP authentication

1. Click the 'Server configuration' tab.
2. Click 'General settings'.
3. Go to the 'Authentication' section.
4. Select LDAP as 'Type'.
5. *Create a connection to the LDAP server* *on page 99*.
6. Specify the 'Search Attribute'.

The search attribute specifies how users log on. For instance sn allows users to log on with their surname.
Examples for the 'Search Attribute' are:

- uid: User ID (default).
- sn: Surname.
- givenName: (first) name specified by the administrator.
- employeeNumber: The employee number.
- uidNumber: The User ID number (for instance the user's salary number).
- mail: The e-mail address.
- telephoneNumber: Telephone number.

Note: *If you want that users can control their print jobs, then the search attribute value must be equal to the mailbox name.*

7. Select 'yes' for option 'Group based log on' if you want to assign the access rights automatically to each authenticated user.
   When you select 'no' the authenticated users receive the access rights as defined within Océ Intra Logic®.

Note: *A connection to the LDAP server must be available for the "Group based log on' option.*

Note: *Users must be assigned to a group in the LDAP server for the 'Group based log on' option.*

8. Click 'Apply'.
   Users that log on are validated with the LDAP database.

Define Océ Intra Logic® authentication

1. Click the 'Server configuration' tab.
2. Click 'General settings'.
3. Go to the 'Authentication' section.
4. Select Océ Intra Logic® as 'Type'.
   The authenticated users receive the access rights as defined within Océ Intra Logic®.
5. Click 'Apply'.
   Users that log on are validated with the Océ Intra Logic® verification database.

Specifying the SNMP settings

Introduction

Océ Intra Logic® uses the Simple Network Management Protocol (SNMP) that allows you to read and write management information from/to network devices. The SNMP information will be used when you add a new device or when you use the 'Find' option.

How to specify the SNMP settings

1. Click the 'Server configuration' tab.
2. Click 'General settings'.
3. Enter the 'Read community' and/or 'Write community' password.
4. Click 'Apply'.

Defining the administrator contact information

Introduction

The 'Contact' link allows users to get information on who to contact in case problems occur. You can specify this information using the 'Administrator contact information' option on the 'Server configuration' tab.

Defining the administrator contact information

1. Click the 'Server configuration' tab.
2. Click 'General settings'.
3. Enter the administrator name.
4. Enter the administrator phone number.
5. Enter the administrator email address.
6. Click 'Apply'.

Defining the bulletin board message

Introduction

The 'Bulletin board message' allows the administrator to inform users with last minute information. A link to this message will be displayed in the Océ Intra Logic® title bar.

Defining the bulletin board message

1. Click the 'Server configuration' tab.
2. Click 'General settings'.
3. Enter the title of the bulletin board message.
4. Enter the message.
5. Enter an optional link (HTTP or mailto).
6. Click 'Apply'.

Remove the bulletin board message

1. Click the 'Server configuration' tab.
2. Click 'General settings'.
3. Click the 'Reset' button.
4. Click 'Apply'.

Defining the default start tab

Introduction

You can specify which tab will be opened when users start Océ Intra Logic®.

Defining the default start tab

1. Click the 'Server configuration' tab.
2. Click 'General settings'.
3. Specify the default start tab.
4. Click 'Apply'.

Define the Active Alerting

Introduction

The Océ Intra Logic® administrator can subscribe to e-mail alerts when selected errors and warnings on devices occur. You can choose per device group for which errors and warnings you want to receive alerts. An e-mail alert contains all current alerts for the selected devices. This way each e-mail replaces all previous e-mails. You must configure the Simple Mail Transfer Protocol (SMTP) server when you want to use Active Alerting. Via the SMTP server you can receive e-mails.

Configure the Active Alerting

1. Click the 'Server configuration' tab.
2. Click 'General settings'.
3. Define if you want to enable or disable the Active Alerting.
4. Define the 'Time interval' to send any new e-mail alerts. The interval is defined in minutes.
5. Define the 'Return e-mail address'. This is the e-mail address in the 'From:' field of the e-mail alerts.
6. You can define the subject of the e-mail alerts.
7. Define the SMTP server.
8. The default port number is 25. You can change the port number if required.
9. Define a user name and a password if your SMTP server does not allow anonymous login.
10. Click 'Apply'.

Note: *When Active Alerting is disabled no e-mail alerts are send anymore. This setting stops the Active Alerting e-mails for all subscribed administrators.*

Set the print queue monitoring

Introduction

Monitoring of all print queues of all devices is enabled by default. With this option enabled the users of Océ Intra Logic® can see their mailbox jobs and queued jobs in the 'Printing' tab for all DAC and Océ Smart Imager devices.

With this option disabled you can connect more devices to Océ Intra Logic®. You can disable this option when you want to use Océ Intra Logic® only to manage your devices.

Note: *Users always have job information available in the 'Scanning' tab.*

Configure the Print queue monitoring

1. Enable or disable the Print queue monitoring.
2. Click 'Apply'.

Using the Administrator Tab

Introduction

Definition

The 'Administrator' tab is available for administrators only. One or more users can be defined as administrator within Océ Intra Logic®.

Introduction

The 'Administrator' tab allows you to:

- Use links and use the devices overview.
- Subscribe to Active Alerting.
- Access the Web configuration if devices support this.
- View the actual print, scan, and copy counters for Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 and Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 devices and view the print counter for other devices.
- Access counter logfiles.
- View the Installation, Océ Intra Logic® SNMP manager and Web application logfiles.
- Get an overview of active errors and warnings.
- Access and control all jobs of all users for devices.

Note: *Job information, job handling, mailboxes and/or queues are only available for Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 devices and Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 devices when 'Print queue monitoring' has been enabled in the 'General settings' section on the 'Server configuration' tab.*

Using the Device Link

Devices overview

Introduction

The devices option on the 'Administrator' tab allows you to get an overview of the devices within one group. Set the 'View' to 'All devices' to get an overview of the current status of all devices within the selected group.

Overview of Devices

[4] Overview of Devices (1 – 2)

Column	Description
Icon	The icon shows the current status/activity of the device. To access the device details, click the device icon.
Name	The device name is displayed here.
Warnings and errors	In case of an error or warning, the message is displayed.
Usage log file	If the counter log file is available, it is indicated by an icon.
Configuration	If the Web configuration option is available, it is indicated by an icon.
Serial number	The serial number of the device (if available).
Mailboxes	The number of mailboxes is displayed.
Jobs	The number of jobs in all mailboxes is displayed.
Prints	The value of the print counter is displayed. **Note:** *The 'Prints' value is not displayed for Printer MIB compliant devices or Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 devices.*
Copies	The value of the copy counter is displayed. **Note:** *This value is not displayed for Printer MIB compliant devices or Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 devices.*

[4] Overview of Devices (2 – 2)

Column	Description
Scans	The value of the scan counter is displayed. For Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 engines the 'Scans' value represents the scans made for digital archiving and copy jobs. **Note:** *The 'Scans' value is not displayed for Printer MIB compliant devices.*
Total counter	The counted value is generated by the device.

Detailed device overview

Introduction

The devices link offers a quick overview of all of the devices within one group. When you click a device icon, the device details will be displayed.

Note: *Job information, job handling, mailboxes and/or queues are only available for Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 devices and Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 devices when 'Print queue monitoring' has been enabled in the 'General settings' section on the 'Server configuration' tab.*

Detailed device overview

[5] Device components (1 – 2)

Component	Description
Device status	The device icon displays the current device status. Location and current status are shown. In the event of an error or a warning, a message is displayed.
Paper trays	This section displays the size and the amount of paper in each tray of the selected device. It also shows the paper type for the Océ VarioPrint® 2090 / Océ VarioPrint® 21x0.
Scan profile	For Océ Intra Logic® devices with the Scanning option enabled, the scan profile is shown here.
Administrator	Click the 'Usage logfile' icon to open the counter log file window. Click the 'Configuration' icon to open the Web configuration window.
Key operator	Click this link to read information about the Key Operator for the selected device.
Features	Click this link to read information about the device. The most important features are listed here. For example: the maximum stapling capacity of this device and whether the device is equipped with the optional PostScript interpreter.

[5] Device components (2 – 2)

Component	Description
Mailboxes	The Mailboxes section displays an overview of the available mailboxes on the device. It also displays the number of print jobs within that mailbox. To view a mailbox in detail, select the mailbox and click 'View'. The 'Delete' button allows you to delete mailboxes.
Queue	The Queue section displays all of the waiting jobs in the queue. Once the job is being processed, it disappears from the 'Queued jobs' section and is displayed as the current job. The 'Delete' button allows you to delete jobs from the queue. The 'To Mailbox' button allows you to cancel a job that is waiting to be printed.

Viewing all mailboxes and jobs

Introduction

The detailed view of the 'Administrator' tab displays a list of all mailboxes and shows the queue.

Note: *Job information, job handling, mailboxes and/or queues are only available for Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 devices and Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 devices when 'Print queue monitoring' has been enabled in the 'General settings' section on the 'Server configuration' tab.*

Viewing all mailboxes and jobs

1. Click the 'Administrator' tab.
2. Click 'Devices'.
3. Click a 'Device'.
   The 'Detailed device overview' appears that allows you to view the contents of each mailbox and subsequently edit settings, delete jobs and start print jobs.

Viewing all queued jobs

Introduction

The detailed view of the 'Administrator' tab displays a list of all mailboxes and shows the queue.

Note: *Job information, job handling, mailboxes and/or queues are only available for Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 devices and Océ VarioPrint® 2090 / Océ VarioPrint® 21x0 devices when 'Print queue monitoring' has been enabled in the 'General settings' section on the 'Server configuration' tab.*

Viewing all queued jobs

1. Click the 'Administrator' tab.
2. Click the 'Devices'.
3. Click a 'Device'.
   The detailed device overview appears. The queue lists all queued jobs. You can delete every job in the queue or place it in the mailbox.

Download the counter log file

Introduction

Océ Intra Logic® allows you to download the counter log file. You can specify the start and end date for the counter log file.

The counter log file (CSV format) contains the following information:

- Date.
- Time.
- Hostname.
- Serial number.
- Prints (only for an Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75).
- Scans (only for an Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75 or Océ VarioPrint® 2090 / Océ VarioPrint® 21x0).
- Copies (only for an Océ 31x5 / VarioPrint® 2045-75 / Océ VarioPrint® 1055-75).
- Counter value.
- Counter unit (i.e. impressions, sheets).

To generate log files, the counter information of devices is collected automatically each hour.

Download the counter log file

1. Click the 'Administrator' tab.
2. Click 'Mark color'.
3. Click the 'Usage logfile' icon that you want to download.
   A new dialog appears, allowing you to specify the log file settings.
4. Specify the 'Start date' and the 'End date' of the log file.
5. Click the 'Save' button to download the counter log file.

Note: *If a device does not provide counter information through SNMP, a log file is not generated.*

Configuring the device

Introduction

The 'Administrator' tab contains a 'Devices' section.
The 'Devices' section gives access to the counter log file and the Océ Settings Editor of the devices.

Configure the device

1. Click the 'Administrator' tab.
2. Click 'Mark color'.
3. Click the 'Configure' icon of the device that you want to configure.
4. A new dialog appears, allowing you to configure the device.

Note: *For more information, refer to the help file in the configuration dialog.*

Using the Active Alerting Link

Active Alerting

Introduction

The Océ Intra Logic® administrator can subscribe to e-mail alerts when selected errors and warnings on devices occur. You can choose per device group for which errors and warnings you want to receive alerts. An e-mail alert contains all current alerts for the selected devices. This way each e-mail replaces all previous e-mails.

Note: *In the tab 'General settings' of the Server configuration you must enable Active Alerting.*

Note: *You must configure the SMTP server when you want to use Active Alerting.*

You can select errors and warnings in six categories for any group of devices.
An error is reported if a device cannot print anymore.
A warning is reported when a device needs attention. For example, the toner unit is almost empty.

Note: *When the 'Last Notification' is displayed in red, then the last e-mail alert was not successfully sent to the administrator. Check if the administrator e-mail address is correct. The administrator e-mail address can be delivered by the LDAP server. Or you can fill it in in the 'Users' tab of the Server configuration. You can also fill it in in the 'Preferences' link.*

Select errors and warnings

1. Select each group of devices for which you want to receive e-mail alerts regarding errors and warnings. You can click 'Restore' to undo your selections.
2. Click 'Mark color'.

Using the Administrator Links Link

Using administrator links

Introduction

The 'Administrator' tab contains a 'Links' section.
The 'Links' section contains links to relevant web pages. All related links are sorted into groups. These links allow you to easily access your daily information.

Using administrator links

1. Click the 'Administrator' tab.
2. Click the link.
   The corresponding link will be opened in a new window.

Using the View Log Files Link

View log files

Introduction

The 'Administrator' tab contains a 'View logfiles' section.
The 'View logfiles' section gives access to the 'Installation', ADP component and the 'Web application' log files.

View log files

1. Click the 'Administrator' tab.
2. Click a log file.
   The log file is now selected.
3. Click the 'View' button.
   The selected log file will be opened in a new window.

Note: *You can not open more than one log file at a time.*

Note: *The log files are sorted in alphabetical order and classified at type.*
The 'Web application' log files are updated daily.

Chapter 4
Backup and Restoring for Océ Intra Logic

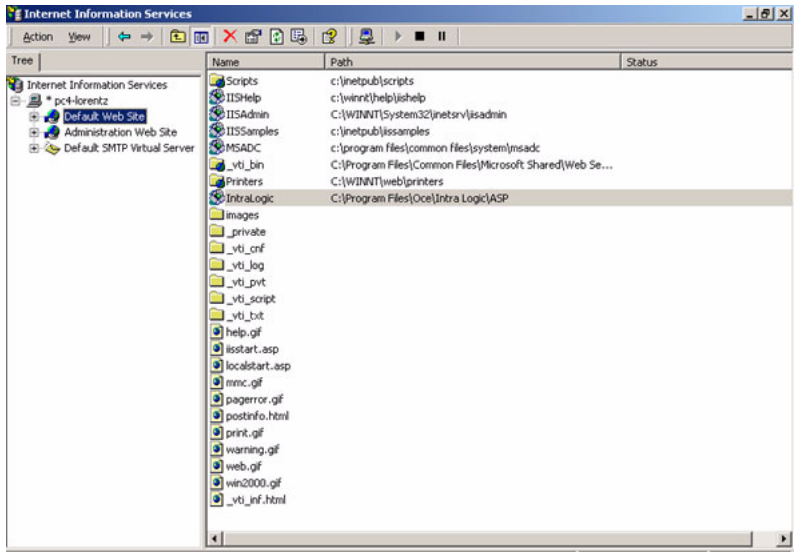
Stop and restart the Océ Intra Logic® Web Site

Introduction

Before you can make a backup or perform a restore operation, you have to stop the Océ Intra Logic® Web site. Once the backup or restore operation has finished successfully you must restart the Océ Intra Logic® Web site again.

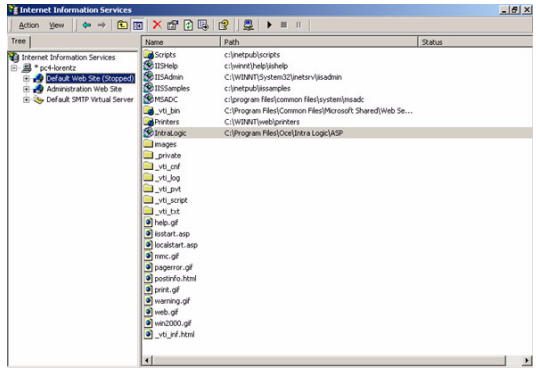
Stop the Océ Intra Logic® Web Site

1. Log on as administrator.
2. Start the 'Internet Service Manager'.
3. Open the 'Internet Information Services' folder.
4. Open the local computer name.
5. Open the 'Default Web Site'.
6. Select the 'IntraLogic Virtual Directory'.
   When the 'IntraLogic Virtual Directory' is active, the 'Start' button in the icon bar is disabled.



[9] Intra Logic Virtual Directory is active

7. To stop the 'IntraLogic Virtual Directory', click the 'Stop' button in the icon bar.



[10] Intra Logic Virtual Directory is stopped

8. Open the MS Windows 'Services' window.
9. Select the 'Océ Intra Logic SNMP Manager' service and click the 'Stop' button.
10. Stop the 'Océ Intra Logic Active Alerting' service.

Restart the Océ Intra Logic® Web Site

1. Log on as Administrator.
2. Open the MS Windows 'Services' window.
3. Select the 'Océ Intra Logic SNMP Manager' service and click the 'Start' button.
4. Select the 'Océ Intra Logic Active Alerting' service and click the 'Start' button.
5. Start the 'Internet Service Manager'.
6. Open the 'Internet Information Services' folder.
7. Open the local computer name.
8. Open the 'Default Web Site'.
9. Select the 'IntraLogic Virtual Directory'.
   When the 'IntraLogic Virtual Directory' is stopped, the 'Stop' button in the icon bar is disabled.
10. To restart the 'IntraLogic Virtual Directory', click the 'Start' button in the icon bar.

Backup and restoration of Océ Intra Logic® configuration files

Introduction

Back up

When you plan to remove the Océ Intra Logic® software from the server, you can first back up the Océ Intra Logic® configuration files. For safety reasons you may also want to back up the major Océ Intra Logic® settings. Before you can make a backup, you have to stop the Océ Intra Logic® web site. Once the backup or restore operation has finished successfully you must restart the Océ Intra Logic® web site again.

The back-up / restore procedure includes the following configuration settings:

- Océ Intra Logic® Database files.
- Océ Intra Logic® Corporate links and documents.
- Océ Intra Logic® Administrator links.
- Océ Intra Logic® Scan mailbox.
- Océ Intra Logic® installed OCR license files.

Note: *The back-up / restore procedure does not include the settings in the 'general settings' link of the 'Server configuration' tab.*

Note: *After a back-up, the Océ Intra Logic® Database files and Scan mailbox must remain unchanged until the next restore.*

Restore

When you have installed a new Océ Intra Logic® configuration, you can use the configuration files that were backed up to restore the Océ Intra Logic® configuration. Please note that restoring configuration files is only possible in case of corresponding Océ Intra Logic® versions. Before you can perform a restore operation, you have to stop the Océ Intra Logic® web site. When the restore operation is finished successfully you have to restart the Océ Intra Logic® Web site again.

Backup the Océ Intra Logic® configuration files

1. Log on as administrator.
2. Stop the Océ Intra Logic® web site, see *Stop the Web Site on page 122*.
3. Start a Command Prompt (click 'Start'- 'Run' - 'cmd.exe').
4. Type in cd "C:\Program Files\Oce\Intra Logic\Databases\OILDbScripts\Backupandrestore
5. Type in 'cscript OILDbSnapShot.js'

Note: *This script is run each night automatically by a scheduled task to create a snapshot of the Océ Intra Logic® database.*

6. Back up the folder: C:\Program Files\Oce\Intra Logic\Databases.

Note: *During backup do not rename the concerning folders!*

7. Back up the folder: C:\Program Files\Oce\Intra Logic\ASP\CorpServices\Documents\Documents.
8. Back up the folder: C:\Program Files\Oce\Intra Logic\Smbx.

Note: *If you did not install Océ Intra Logic® in the default folder, you have to backup the folders in which you installed Océ Intra Logic®. When you re-install the Océ Intra Logic® software, you can use these backup files to restore your Océ Intra Logic® environment.*

9. Start the Océ Intra Logic® web site.

Restore the Océ Intra Logic® configuration files

Note: *To restore a backup you have to use the same user account that you used for installing Océ Intra Logic®.*
If you are not sure which user account was used previously, see *Find out the user account that was used to install on page 126.*

1. Log on as administrator.
2. Stop the Océ Intra Logic® web site.
3. Restore the folder: C:\Program Files\Oce\Intra Logic\Databases

Note: *Restore by copying the back up folders over the existing folders without first renaming these existing folders!*

4. Start a Command Prompt (click 'Start'- 'Run' - 'cmd.exe').
5. Type in cd "C:\Program Files\Oce\Intra Logic\Databases\OILDbScripts\Backupandrestore
6. Run the script 'OILDbrestore.cmd'
7. Restore the folder: C:\Program Files\Oce\Intra Logic\ASP\CorpServices\Documents\Documents
8. Restore the folder: C:\Program Files\Oce\Intra Logic\Smbx.
9. Start the Océ Intra Logic® web site, see *Restart the Web Site on page 123*.
10. Check that all settings are still correct in the 'general settings' link of the 'Server configuration' tab.

Note: *If you did not install Océ Intra Logic® in the default folder, you have to restore the folders to the location where you installed Océ Intra Logic®.*

Find out the user account that was used to install Océ Intra Logic®

1. Click 'Start' - 'Run' and type 'vdba' to start the Ingres GUI.
2. Click '+' to open 'Nodes'.
3. Click '+' to open 'oiladpvnode'.
4. Click '+' to open 'users'.
   A list of users appears.
   The users ‘$ingres’, ‘system’ and ‘iwam_<hostname>’ were added automatically.
   The remaining one or two user names in the list can be used for the upgrading procedure.
5. Please write down that user name.
6. Close the 'Ingres' GUI.

Note: *If the user account from step 5 does not exist anymore:*

7. Add a user as 'administrator' account to MS Windows.
8. Log in using the user name from step 5.
9. Use the 'Restore the Océ Intra Logic® configuration files' procedure above to restore the configuration files.

Chapter 5
Removing or Repairing the Océ Intra Logic Software

Remove the Océ Intra Logic® software

Introduction

You can remove the Océ Intra Logic® software using the 'Add/Remove Programs' option.

Note: *When you repair, de-install and upgrade the Océ Intra Logic® software, the 'Internet Information Services' is automatically stopped and restarted.*

Before you begin

Before you remove the Océ Intra Logic® software from your server, you must *back up the Océ Intra Logic® configuration files on page 124*.

Remove the Océ Intra Logic® software

1. Log on as administrator.
2. Click 'Start' - 'Settings' - 'Control Panel'.
3. Double-click 'Add/Remove Programs'.
4. Select Océ Intra Logic® from the list.
5. Click 'Add/Remove'.
   The Océ Intra Logic® Setup dialog will appear.
6. Select the 'Remove' option and click 'Next'.
   A dialog will appear.
7. Click 'Yes' to delete all associated DLL files.

Note: *Do not click 'Yes' if the associated DLL files are used by other Océ programs.*

8. Complete the Remove procedure.
9. Restart the computer.

Note: *Please note that this procedure will not remove the Ingres r3 database software and the Microsoft.Net software automatically. You can remove both software packages manually.*

Repair the Océ Intra Logic® software

Introduction

The 'Repair' option from the 'Add/Remove Programs' option allows you to repair files that were removed (by mistake).

Note: *When you repair, de-install and upgrade the Océ Intra Logic® software, the 'Internet Information Services' is automatically stopped and restarted.*

Repair the Océ Intra Logic® software

Note: *To restore a backup you have to use the same user account that you used for installing Océ Intra Logic®.*
If you are not sure which user account was used previously, see *Find out the user account that was used to install on page 126**.*

Note: *If 'Ingres' is not installed, the repair procedure will re-install 'Ingres'. In that case it is not required to use the same account that you used to install Océ Intra Logic®.*

1. Log on as administrator.
2. Click 'Start' - 'Settings' - 'Control Panel'.
3. Double-click 'Add/Remove Programs'.
4. Select Océ Intra Logic® from the list.
5. Click 'Add/Remove'.
6. Click 'Repair' to repair removed / missing files.
   The 'Repair' operation will try to repair the Océ Intra Logic® application by checking for missing files. If files are missing from the installation, they will be installed again.

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